

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization's Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in undertaking an on-the-job training (OJT) program at [Company/Organization's Name]. As a [Your Current Level of Education, e.g., college student] majoring in [Your Major/Field of Study] at [Your School/University], I am eager to gain practical experience and enhance my skills in [relevant field or area].

My academic background has provided me with a solid understanding of [relevant theories, concepts, or skills]. I am particularly drawn to [specific aspects of the company or field], and I believe that an OJT experience at your prestigious organization would greatly contribute to my professional development.

Throughout my studies, I have developed [mention any relevant skills or experiences, e.g., teamwork, communication, problem-solving]. I am excited about the possibility of applying what I have learned in a real-world setting and contributing to your team. I am particularly interested in [mention any specific projects or areas of interest related to the company].

I am available for the OJT program from [start date] to [end date] and am flexible with working hours. I am enthusiastic about the opportunity to learn from your talented staff and gain valuable insights into [industry/field].

I have attached my resume for your consideration. I would welcome the opportunity to discuss my application further and explore how I can contribute to [Company/Organization's Name]. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]